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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 25 March 1959

Present: C/MS - Chairman . . . . . Dr. Tietjen 25X1A9a  
DC/MS - Voting Member . . . . .  
C/PS - Voting Member . . . . .  
C/TSD - Voting Member . . . . .  
Personnel Placement Officer . . . . .  
C/SD - Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . . . . .

1. Discussion with the Medical Technicians and Administrative Panel  
on the Panel's Memorandum on Position Notification Procedures

The Medical Technicians and Administrative Panel Members were invited to attend this Meeting in order that they might have opportunity to discuss their recommendations on the procedure for notification to Medical Staff personnel of impending position vacancies. [REDACTED] Chairman of the Panel, acted as its spokesman. C/MS welcomed the Panel and expressed the appreciation of the Board for its continued interest in the personnel practices of the Medical Staff as evidenced by recent correspondence.

[REDACTED] stated the Panel's recommendations are based on a procedure currently in practice within the DD/I. He also emphasized the fact that this procedure would be applicable only to Headquarters personnel and that to extend the program to overseas personnel would require a detailed study. The Panel Chairman views this procedure as a selection device to assist the Board in naming candidates for positions, and also as a means of informing the Board of an individual's choice in assignments.

The means of obtaining the type of material which is requested by the Panel was discussed. It was agreed that, since the incumbent of the position has the most current and pertinent information, some means should be devised for obtaining the information directly from that individual.

DC/MS suggested, as a means for informing the Career Board of the various individuals' choices in assignments, the execution of Reassignment Questionnaires by Headquarters personnel.

The Panel was excused from the Meeting and the Board Members continued their deliberation of the matter. The basic difference in the procedure now in practice and that proposed by the Panel would appear

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to be: Under the proposed procedure, (a) all Headquarters personnel would be made aware of any impending position vacancy; (b) Division Chiefs may comment on replies to these notifications but may not withhold the replies; and (c) additional detailed information would be collected and attached to the notifications.

The Board Members agreed to continue the system of notifying Medical Staff personnel of vacancies sufficiently in advance to permit each person opportunity to consider the assignment and to express his desire regarding it. However, rather than furnishing lengthy, detailed information on each assignment, it was felt that interested individuals could discuss the assignment with the Medical Staff Personnel Officer. The Executive Secretary was requested to take action in this regard.

2. Minutes of Previous Meeting

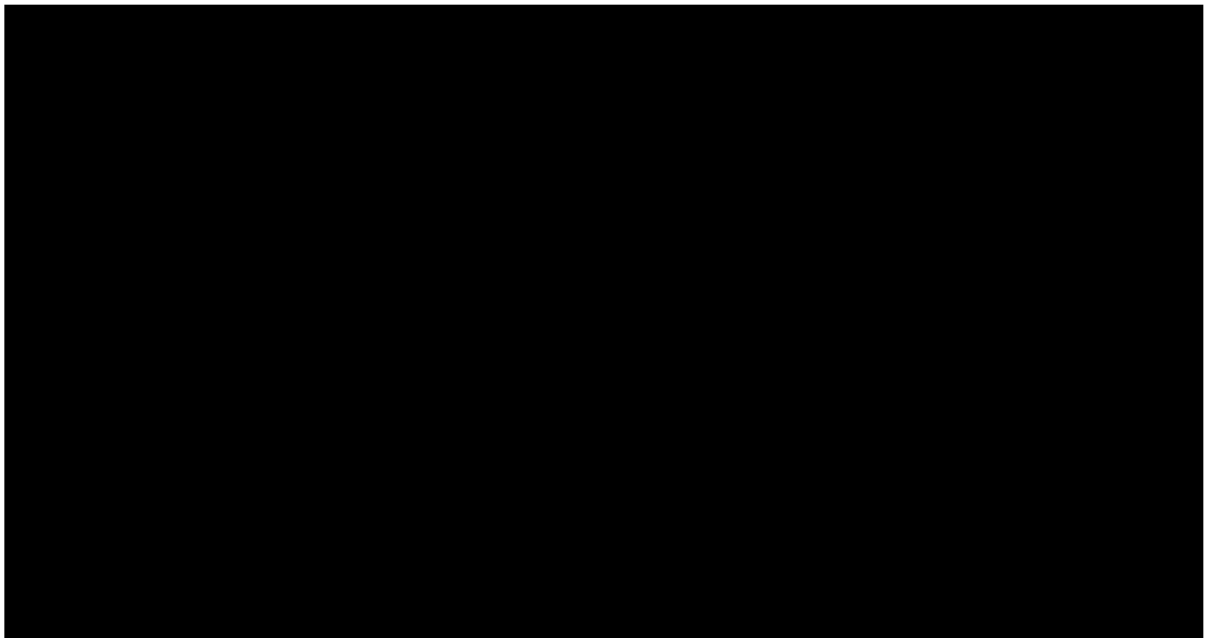
The Minutes of the Medical Staff Career Service Board Meeting of 18 March 1959 were approved by the Members without comment.

3. Review of Training Evaluation Reports

Training Evaluation Reports of the following personnel were accepted by the Members without review:

[REDACTED] GS-8, Medical Technician (Supply)  
[REDACTED] GS-4, Clerk-Typist  
[REDACTED] GS-4, Clerk

4. Promotions



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